Sprint 4 Planning Meeting

📅 Date

Thu, 23 May 2024

10:00 PM - 11:00 PM

👥 Participants

- Our team (Team Wombat)

🥅 Goals

- Review the outcomes and challenges of Sprint 3.
- Identify unfinished user stories to move to Sprint 4.
- Plan and delegate tasks for Sprint 4.

🗣 Discussion topics

Item	Presenter	Notes	

Review of Sprint 3 Progress	• All members	• The team evaluated the areas where we did well in Sprint 3 and where it did not meet expectations. The team managed to complete the integration of the front-end and back-end for programs and schools. Key issues identified included delays in connecting front-end to back-end APIs for booking records resulted from more complex data fields.		

Sprint 4 Goals	• All members	• The team discussed about Sprint 4's goals and main tasks.
		  ○ **Finalise Front-End and Back-End Integration**
		  ○ **Complete Product Deployment**
		  ○ **Prepare Handover**		

Task Allocation for Sprint 4	• All members	• **Yuanwei and Qingyuan** are tasked with continuing the integration work between the front-end and back-end systems • **Jianzhi, Xue and Qiuling** will carry on their work on the front-end and also help with connecting the front-end display to back-end APIs • **Qingyuan and Yun** are charged with the deployment of the product • **All team members** will work together to prepare for the handover package, documentation and demo video		
Discussion on Deployment Strategy	• All members	• The team had a discussion over the current deployment strategy. It was suggested that the team may need to perform some research to finalise the deployment plan, considering the usability, cost and maintenance difficulty of the selected server options.		

Notes: Sprint 4's goal and tasks that we discussed in the meeting are summarised in the Sprint 4 Goal and Sprint 4 Tasks pages.

🗐 Sprint 4 Goal 🗐 Sprint 4 Tasks

✅ Planned Actions and Next Steps

☑ **Finalise Front-end and Back-end Integration:** Complete the connection between front-end and back-end for booking related user stories.

☑ **Product Deployment:** Qingyuan and Yun to research and finalise deployment plan and perform deployment.

☑ **Product Handover:** To prepare for the handover of product to our client

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🎵 Additional Considerations

- **Team Coordination:** Effective teamwork and communication were highlighted as essential for the successful completion of Sprint 3. Team members are encouraged to keep each other updated on their progress and challenges.

- **Problem Solving:** The clarification session was beneficial in addressing potential obstacles early, which is key to maintaining momentum and staying on track with the sprint timeline.